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TOWN OF NEW WINDSOR  
209 High Street - P. O. Box 609  
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## Town Council Work Session Minutes

May 15<sup>th</sup>, 2023

**Call to Order of Regular Work Session in person and via Zoom:** Mayor Roop at 7:00 p.m.

**Present in person:** Mayor Neal Roop, – Vice-President and Councilmember Kimberlee Schultz Councilmembers, Thomas Gubernatis, Kevin Cornick. William Holl and Dave Hoffman were present. Also present, Town Clerk Mangus and Town Manager Dye. There were 10 in person.

**Swearing in of Town Council Members:**

- Oath of Office was administered to David Hoffman, Kimberlee Schultz and Thomas Gubernatis

**Mayor's Remarks/Announcements:**

- Mayor Roop announced that he will not be running for Mayor in the 2025 election.
- Will be dedicating the next 2 years to uniting the town as a whole.
- Shared the supplemental grants and funding the Town has received the past few years.

<b>Supplemental Grants and Funding</b>		
<b>Funding Source</b>	<b>Purpose</b>	<b>Amount</b>
Lehigh Cement	Ball Fields	\$ 695,000
MDE	WWTP	\$ 550,000
MDE	WWTP	\$ 2,000,000
MDE	WWTP	\$ 1,000,000
MDE	Water Tank	\$ 250,000
DHCD	Dielman Inn	\$ 450,000
DHCD	College Avenue & Blue Ridge Avenue	\$ 673,000
DHCD	Dielman Inn Feasibility Study	\$ 40,000
DHCD	Dielman Inn Foundation Stabilization	\$ 700,000
State of Maryland	Water Line Replacement	\$ 4,000,000
State of Maryland	WWTP ENR Upgrade	\$ 3,500,000
<b>Total</b>		<b>\$13,858,000</b>

**Program Open Space Funding**

<b>Project Name</b>	<b>Project Address</b>	<b>POS Amount</b>
Atlee Ridge	Atlee Ridge Road	\$45,000.00
Skate Park	Meadow Lane	\$66,168.25
Lions Club Park	Maple & Lambert	\$90,697.50
Atlee Ridge Tot Lot	Overleigh Way	\$25,200.00
War Memorial Park	211 High Street	\$28,849.20
Main Street Park	Main Street	\$9,000.00
Lions Park Play area	Lambert Avenue	\$67,800.00
Lions Club Ball Field	1030 Water Street	\$32,000.00
Atlee Ridge Tot Lot	1218 Overleigh Way	\$64,620.00
201 Main Street Park	201 Main Street	\$81,128.00
201 Main Street Park II	201 Main Street	\$47,250.00
Lions Club Park	312 Maple Avenue	\$41,940.00
<b>Total</b>		<b>\$599,652.95</b>

**Council Committees:**

- A Motion by Councilmember Hoffman to nominate Councilmember Schultz to serve as Vice-President of the Council, 2<sup>nd</sup> by Councilmember Cornick and approved 5-0.
- Council Committees are as follows:
  - Public Works
    - Chair Councilmember Hoffman with Co-chair Councilmember Holl
  - Water/Sewer
    - Chair Councilmember Holl with Co-chair Councilmember Cornick
  - Safety and Health
    - Chair Councilmember Cornick with Co-chair Councilmember Schultz
  - Economic Development
    - Chair Councilmember Schultz with Co-chair Councilmember Gubernatis
  - Community Enhancement
    - Chair Councilmember Gubernatis with Co-chair Councilmember Hoffman

**Approval of April 17, 2023, Meeting Minutes:** A Motion by Councilmember Schultz to approve, 2<sup>nd</sup> by Councilmember Holl and approved by a vote of 5-0.

**AGENDA ITEMS:**

- **Town Project Updates**
  - MD-31 Water Main Improvements Project
    - Received 55 of the 73 signed Memorandum of Understanding
    - All submittals have been approved and materials have been ordered.
    - Tentative start date is June depending on materials.
  - Blue Ridge Pump Station
    - Pump Station was constructed in 1992 over 30 years old.
    - Replacement to meet MDE design requirements include pumps, piping, fiberglass doghouse enclosure, emergency diesel generator.
    - Minor site improvements including paving, fencing and better safety.
    - GMB design engineer and plans/specs are 90% completed.

- Estimated cost is \$500,000 and will be paid for with American Rescue Plan Act
  - Generators are backlog and looking at 60 weeks.
- Wastewater Treatment Plant ENR Upgrade
  - PER was prepared by GMB and submitted to MDE on 8.23.22
  - The review process is lengthy.
  - PER cost is \$30,610
- Project Open Space Projects
  - Half-Court Basketball Court
    - Location adjacent to Atlee Ridge work with the existing grade/elevating out of the flood plain.
    - Ideal paved/playing foot print is 50X50.
    - Other items, retaining wall, basketball post and goal, line striping, fencing either partial or fully enclosed.
  - Sulfur Springs Park Spring House
    - Broken down into phases.
    - First phase storm drain improvements.
    - Second phase benches, picnic table, roof repairs/replacement.
    - Signage
  - Skate Park Improvements
    - Improvements discussed were lights, paving, new equipment and moving the park and going with a new concrete park—not economically feasible.
    - POS money cannot be used for existing equipment, paving etc...

Application deadline for POS is Friday May 19. Circuit Rider Reynolds has created 3 applications for the Town breakdown as follows:

- Half-Court Basketball Court—Cost \$78,000
- Sulfur Springs Park Spring House—Cost \$40,500
- Skate Park Improvements (lighting)—Cost \$31,500
- **Town Hall Audio Visual Project**
  - Followed up with CMC and Richard
  - Remaining parts should arrive this week.
- **Fire Alarm**
  - Resident concerned about the usage of the alarm atop of 209 High Street.
  - EMS calls are not on the siren.
  - Notifies public that members are going to fire department to respond, and that equipment will be on the move.
- **Business Owners Voting**
  - Non-residents business owners voting.
  - Can not change voting laws.
- **Potholes**
  - Please contact Town Hall and Public Works will take care of.

#### **Announcements**

- No Parking on Church Street from 5pm to 8pm for the Parade
- State Highway street sweeping on Wednesday for MD Route 31.
- Lehigh will be street sweeping Church Street on Monday the 22<sup>nd</sup>.

**A Motion at 8:15 p.m. to close the meeting was made by Councilmember Holl, 2<sup>nd</sup> by Councilmember Gubernatis and approved by a vote of 5-0.**

Respectfully submitted,  
Dana Mangus  
Town Clerk/Treasurer